

TAB

STATINTL

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010014-7

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010014-7

S-E-C-R-E-T

27 July 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

25X1A

SUGGESTION NO. 65-19: dated 24 July 1964

25X1A

██████████ Secretary, GS-5

A. Summary of Suggestion

25X1A

Suggester proposes that standard sand-filled cigarette disposal containers be placed throughout the hallways and near theater and arena entrances at ██████████

B. Summary of Evaluation

25X1A

25X1A

This suggestion was submitted to Suggestion Awards Committee/ ██████████ 24 March 1964. According to Supply Officer, ██████████ twelve disposal containers were purchased on 13 April 1964.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$15.00 award based upon Intangible Benefits (SLIGHT/LIMITED).

D. Decision of the Chairman

25X1A

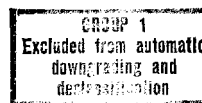
████████████████████

Chairman, Suggestion Awards Committee

\$15
Award

29 July 64
Date

S-E-C-R-E-T



☐ UNCLASSIFIED☐ INTERNAL
USE ONLY☐ CONFIDENTIAL☒ SECRET

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400040014-7

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

MINIMAL AWARDS

FROM: **Executive Secretary**
Suggestion Awards Committee
Room 601-A, 1016 16th Street

EXTENSION

NO.

65-19

65-20

3645

DATE

27 July 1964

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief, BSD, OP
Room 5 E 47
Headquarters

RECEIVED

FORWARDED

1. For information.

2.

3. Acting Chairman, SAC
Room 5 E 56
Headquarters

4.

3. For approval, please.

These were so simple, we thought
you would not mind looking at them
now.5. Executive Secretary, SAC
Room 601-A
1016 16th Street

6.

No certificates involved.

A.T.P.

7.

Executive Secretary

8.

6. PLS. Order
checks - now -
using [redacted]
procedures.

9.

10.

11.

12.

13.

14.

15.

☒ SECRET☐ CONFIDENTIAL☐ INTERNAL
USE ONLY☐ UNCLASSIFIED

S-E-C-R-E-T

27 July 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 65-20: dated 24 July 1964
[REDACTED], Administrative Officer, GS-7

25X1A

A. Summary of Suggestion

Suggester designed a form, "Notice of Location While on Leave,"
to be used at [REDACTED]

25X1A

B. Summary of Evaluation

Chairman, Suggestion Awards Committee, [REDACTED] says that sug-
gester's form will be used Station-wide.

25X1A

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$15.00 award based upon Intangible Benefits (SLIGHT/LIMITED).

D. Decision of the Chairman

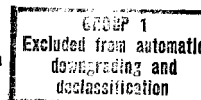
25X1A

[REDACTED]
Chairman, Suggestion Awards Committee

8/15
Award

29 July 64
Date

S-E-C-R-E-T



NOTICE OF LOCATION WHILE ON LEAVE

Name of Employee _____

Destination (Give name, address and telephone number of place where you will be staying. If with friends or relatives give name.)

Approximate dates involved _____

TRAVEL PLANS (Give stops en route to and from, if known, and approximate dates and times.)

Name(s) _____

Address(es) _____

Telephone Number(s) _____

Other Remarks: _____

THIS PROCEDURE APPLIES WHENEVER ABSENT
OF EIGHT HOURS OR MORE.

FOR PERIODS

25X1A

Distribution:

Original - Supervisor
Info Cy - Personnel

ADMINISTRATIVE

21 JUL 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-162: dated 31 January 1964

STATINTL

[REDACTED], Personnel Officer, GS-12
DDP/EE

A. Summary of Suggestion

STATINTL

Suggester proposed that safety belts be installed in the front seats of the eleven-passenger limousines. (After review at the Minimal Awards Meeting of 25 May 1964, [REDACTED] directed that further investigation be made because the Director had ordered that seat belts be installed in Agency vehicles prior to the date of this suggestion.)

B. Summary of Investigation and Evaluations

STATINTL

1. [REDACTED] 11 October 1963, states Agency policy is to install seat belts in all Agency sedans, station wagons, carryalls, and trucks whenever security and cover permit. Both the front and rear seats of the passenger vehicles shall be so equipped.

STATINTL

STATINTL

2. [REDACTED] OL/Transportation Division, states that the limousines are considered under the general vehicle category of "buses." Buses and limousines were not listed in [REDACTED] because passengers frequently move in or out at various bus stops which, in the opinion of Transportation Division, would make seat belts impractical. The drivers' seats of the 11-passenger buses were previously equipped with seat belts.

STATINTL

3. [REDACTED] says this suggestion, and not any directive from higher headquarters, was responsible for installation of the seat belts in the front passenger seats of the limousines. CIA Safety Officer concurred based upon National Safety Council records of the high danger of impact to the passenger in the front seat.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25.00 award based on Intangible benefits (SLIGHT/LOCAL).

D. Decision of the Chairman

STATINTL

[REDACTED]
Chairman, Suggestion Awards Committee

\$15
Award

23 July 64
Date

ADMINISTRATIVE

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

21 JUL 1964

SUGGESTION NO. 64-102: dated 14 October 1963

STATINTL

DDP/FE

Intelligence Officer, GS-12

A. Summary of Suggestion

See attached summary, dated 25 May 1964.

B. Summary of Review at Minimal Awards Committee Meeting

STATINTL

At the 25 May 1964 Meeting, [REDACTED] said that the sign for the fifth floor inside the stairway had been in place for several months. Further investigation with the Office of Logistics was directed.

C. Results of Investigation

Logistics Service Division was questioned about the last paragraph of their evaluation of 17 December 1963 which reads: "The portion of this suggestion regarding need for identification of specific floors has merit and a request for estimate of cost to install standard interior building signs inside each stairway door indicating number of floor is being submitted to PBS to have the work accomplished. Luminous signs are not deemed practical since they will not show because of absence of natural light for reflection within the stairways."

On 26 June 1964, the Logistics Service Division reported that the gray signs, with white letters, inside the stairways on each floor were part of the original building plan. GSA had not completed the entire building plan when the Office of Logistics referred the suggester's request to them.

Logistics Services Division states that this suggestion helped expedite the installation of signs throughout areas in the Headquarters Building where they had not been placed previously.

D. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation based on Intangible Benefits (SLIGHT/LIMITED).

E. Decision of the Chairman

STATINTL

[REDACTED]
Chairman, Suggestion Awards Committee

COA
Award

22 JUL 1964

Date

ADMINISTRATIVE
INTERNAL USE ONLY

25 May 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-102: dated 14 October 1963

[REDACTED] Intelligence Officer, GS-12
DDP/FE

STATINTL

A. Summary of Suggestion

Suggester proposed that luminous arrows be painted at hand level in the stairwells at Headquarters which would point the way from the exits toward the landings. He also proposed that each floor be identified by luminous numbers. This evolved because he noticed a complete power failure on one occasion making the staircases extremely dangerous to use in the dark.

B. Summary of Evaluation

The Safety Officer did not see this as a safety measure because he said that each floor used for evacuation purposes is clearly marked. But the Office of Logistics did see the numbering of the floors as a matter of convenience. OL, in developing its case, stated that instantaneous lighting of stairwells in the Headquarters Building by means of battery power or automatic generators was considered at the time the building was planned. It was disapproved as an unnecessary expense (twelve to fifteen thousand dollars). A recent estimate of twelve thousand dollars for trickle charge battery-operated emergency light units has been obtained from FHS.

Lighting fixtures in all stairwells are connected to the 5000 KW emergency generators in the power house, and there is a delay of some 15 minutes between failure of commercial power and activation of generators before the lights come back on.

Instantaneous lighting of stairwells has been suggested and considered several times, but always vetoed as prohibitive in cost, and an unnecessary expense. However, with regard to the numbering of the floors, they could sense that this would be an improvement and would eliminate much confusion and save many unnecessary steps. The floors have been numbered inside the stairwells with standard interior building signs.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25.00 Award based on Intangible Benefits (SLINKY/LOCAL).

ADMINISTRATIVE
INTERNAL USE ONLY

ADMINISTRATIVE
INTERNAL USE ONLY

D. Decision of Chairman

Chairman, Suggestion Awards Committee

Award

Date

- 2 -

ADMINISTRATIVE
INTERNAL USE ONLY

CONFIDENTIAL

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010014-7

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN 21 JUL 1964

SUGGESTION NO. 64-149: dated 16 January 1964

25X1A

25X1A

[REDACTED], Procurement Officer, GS-7
DDS, [REDACTED]

A. Summary of Suggestion

Suggester proposes that long distance telephone calls be made station to station rather than person to person, and that greater use of the Washington line for long distance calls in that direction be adopted [REDACTED] pays a blanket fee for a line to the Washington Metropolitan area).

25X1A

B. Summary of Evaluations

This suggestion has been adopted at [REDACTED] and total savings are estimated to be between \$85.00 and \$100.00 per month. This is based on a survey of calls made by Chief, [REDACTED] Telephone Section, for a period of one month after suggestion was put into effect.

25X1A

25X1A

Office of Logistics says that it is impossible to apply a hard and fast rule that long distance calls should be placed station to station rather than person to person. Regarding the use of the Washington line for long distance calls in that direction, OL feels that the economic feasibility of this type telephone service at other field stations would depend on the amount of long distance traffic made beyond the city from which the foreign zone telephone service is extended versus the cost of foreign zone telephone service at a particular field station. Therefore, according to OL, the suggestion has limited application and primarily pertains to [REDACTED] operation.

25X1A

Office of Training says this does not apply to their Field Station. However, the Chief Instructor of the Clerical Indocrina-tion Course will cover use of station to station instead of person to person calls as an economy item in Telephone Techniques.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.

2. \$50.00 award based on minimum tangible savings of \$1,000.00 annually.

D. Decision of Chairman

25X1A

[REDACTED]
Chairman, Suggestion Awards Committee

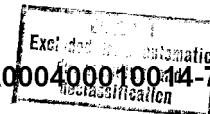
50
Award

Date

22 July 64

CONFIDENTIAL

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010014-7



SECRET

21 JUL 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-231: dated 30 June 1964

DDS/OC

Electronics Technician, GS-8

25X1A

A. Summary of Suggestion

The suggester developed a means of controlling the emission of the Cathode Ray Tube in Northern 174 converters. He said the system could also be applied to Northern 107 converters. The idea is to install a small spring loaded push-button switch in series with the cathode of the 2AP1.

With the switch in the normal "open" position, no voltage is presented to the cathode and no trace is observed on the face of the 2AP1. To observe the trace the operator is required to press the button. This modification prevents scarring the face of the CRT with a continuous trace and thereby eliminates the prime reason for 2AP1 replacement.

25X1A

B. Summary of Evaluations

25X1A

25X1A

Chief, [REDACTED] states the suggestion has been adopted at [REDACTED] (April 1964) and will be used elsewhere in [REDACTED] when components are available. It will result in saving many man hours in tube replacement time as well as substantially reducing the quantity of damaged cathode ray tubes.

Chief, Engineering Staff, OC, (26 June 1964) stated: "The momentary hold switch as suggested accomplishes the desired result but has two disadvantages--it does not permit the operator to use both hands for tuning or other adjustments while monitoring the scope; and it adds another component to an already crowded control panel. An alternate approach to the same end is a modification to put a handle on the intensity control. As Engineering Modification Work Order to do this will be published soon."

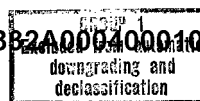
Chief, Engineering Staff estimates the savings from the stimulating improvement as: \$500.00 annually in parts plus intangible benefits of Slight/Local.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.

2. \$50.00 award based upon 5% of \$500.00 annual savings plus Slight/Local intangible benefits.

SECRET



~~SECRET~~

D. Decision of the Chairman

25X1A

[REDACTED]

Chairman, Suggestion Awards Committee

⁵⁰
Award

Date

22 July 64

~~SECRET~~

SECRET

21 JUL 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

25X1A

SUGGESTION NO. 64-267: dated 25 June 1964

██████████ Chief, Disposition Branch, GS-9
Archives and Records Center ██████████ DDS

25X1A

A. Summary of Suggestion

1. Former Method: In disposing records, the Records Center typed four copies of Form 141, "Notification of Disposition Action" and made the following distribution: original and one copy to the Records Management Officer and Custodian of the records of the retiring office; one copy was placed in the organizational files in the Records Center replacing the Form 140, "Records Retirement Request; the fourth copy was stapled to the original Form 140 from the Records Locator file, the Form 140a (Records Shelf List) and any authorizing media such as a memo.

2. Adopted Method: Eliminate the use of Form 141 on all final disposition actions. Use a rubber stamp to place pertinent information on copies of Form 140 obtained from the Disposal Tickler File, the Organization File and the Records Locator file.

B. Summary of Evaluations

25X1A

The Records Center adopted this suggestion in May 1964. About 840 disposition actions are prepared annually, so the use of the stamp will save the printing, preparation, typing and filing of about 4,500 copies of Form 141 annually. Also, about 70 man hours (approximately \$230.00 in man hour costs) will be available for other assignments as a result of this procedural improvement. The ██████████ Committee rated this suggestion SLIGHT/LIMITED.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.

2. \$15.00 award based upon Intangible benefits (SLIGHT/LIMITED).

25X1A

25X1A

3. \$50.00 award for first prize in ██████████ Suggestion Awards Contest per attached memo dated 23 June 1964 from ██████████

D. Decision of the Chairman

Re paragraph 2 above ☒ Approved 15⁰⁰ Award ☐ Disapproved

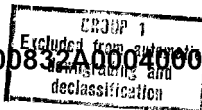
Re paragraph 3 above ☒ Approved 50⁰⁰ Award ☐ Disapproved

25X1A

██████████
Chairman, Suggestion Awards Committee

22 July 64
Date

SECRET



SECRET

25X1A

23 June 1964

MEMORANDUM FOR: Executive Secretary, Suggestion Awards Committee

25X1A SUBJECT : [REDACTED] Suggestion Awards Contest

25X1A 1. As you are aware, [REDACTED] followed your alternate suggestion dated 16 March 1964 of a contest with prizes for the best suggestions on "economy" and invited suggestions particularly for the period of April and May 1964. The program was well advertised through Notices and rotating posters and a total of thirteen (13) suggestions were received prior to the closing date.

25X1A 2. The [REDACTED] Committee has reviewed these suggestions and has selected the following for prizes:

1st Prize - Number 133-W - \$50.00
2nd Prize - Number 129-W - 25.00
3rd Prize - Number 128-W - 15.00

64-267
64-268
64-269

25X1A 3. These suggestions are forwarded herewith for your review in consideration of possible Agency awards and for review and guidance for a proposed ceremony at [REDACTED] as soon as possible, to present these awards.

4. Suggestion 133-W was judged by our Committee as having the most merit in that it indicated a direct savings in printing, typing and preparation, as well as filing, of about 4500 forms annually and reduction in number of documents in the Agency files by approximately 350 monthly. The degree of benefit is considered "slight" and the extent of application "limited".

25X1A 5. Suggestion 129-W was judged as being the second most valuable. It has the effect of eliminating and outdated requirement. According to the OC/RMO, [REDACTED] Extension 5381, the requirement of "dummy" copies completely duplicating the number of copies of the original is not a current requirement. This practice was apparently imposed by a former employee who has since left the office. [REDACTED] acknowledged receipt of the unnecessary "dummy" copies in two fairly recent cases with one containing 29 pages and another 16 pages. This suggestion has no direct effect on [REDACTED] operations.

25X1A

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010014-7

6. Suggestion 128-W was concluded to be the third most valuable. All scrap material with resaleable value has in the past been collected and periodically sold. However, following this suggestion the aluminum scrap was retained separately which resulted in a higher return than through the sale of mixed material. It is estimated that this additional return totals approximately \$5.00 monthly. The extent of application is considered "limited" with degree of benefit in the "slight" category.

7. Kindly contact us at your earliest convenience so that we may arrange presentation of awards for the three prizes.

25X1A

25X1A



Chairman, Suggestion
Awards Committee

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010014-7

SECRET

SECRET

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010014-7

21 JUL 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-268 - dated 25 June 1964

25X1A
25X1A

██████████, Secretary-Stenographer, GS-4
DDS/██████████

A. Summary of Suggestion

25X1A

Top Secret reports submitted from OC-SPS/CEN at ██████████ were accompanied by a "Dummy" copy of the report to consist of as many pages as the true report; this sometimes meant as many as 50 or more pages which were kept on file in Office of Communications, Records Management Staff at Headquarters.

The suggester advocated the use of a one-page "Dummy" containing the necessary information required by OC-RMS for Top Secret reports. The one-page "Dummy" would list the distribution, number of pages, subject, etc.

B. Summary of Evaluations

Suggestion has been adopted.

25X1A

██████████ OC/RMO, says that this is not a current requirement. The practice was apparently imposed by a former employee who has since left. OC/RMO acknowledged receipt of two fairly recent cases of reports containing 29 pages and 16 pages respectively. ██████████ told the unit at Headquarters Office of Communications (██████████ group) that one-page "Dummy" reports would be sufficient.

25X1A
25X1A

25X1A

This suggestion saves typing time at ██████████ file space at Headquarters, and space in the pouches. Reports are rather infrequent so the value is minimal.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$15.00 award for Intangible benefits (SLIGHT/LIMITED) plus \$25.00 prize for second place in ██████████ Suggestion Awards Contest.
\$40.00 Total Award recommended.

25X1A

D. Decision of the Chairman

25X1A

██████████

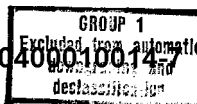
Chairman, Suggestion Awards Committee

\$40
Award

22 July 64
Date

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010014-7

SECRET



SECRET

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010014-7

21 JUL 1964

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 64-269: dated 25 June 1964

██████████, Mechanical Engineer, GS-12
DDS ██████████

A. Summary of Suggestion

All scrap material with resaleable value had been collected in one location and periodically sold. The suggester proposed that aluminum scrap be retained separately, as it brings a higher return than when sold with mixed material.

B. Summary of Evaluation

Chairman, ██████ Suggestion Awards Committee said that the adopted method will result in an additional return of about \$60.00 annually to ██████ He rates the suggestion as SLIGHT/LIMITED.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.

2. \$15.00 (Third Prize in ██████ Suggestion Contest per ██████ memorandum of 23 June 1964). No additional award despite intangible benefits reported by ██████

D. Decision of the Chairman

████████████████████
Chairman, Suggestion Awards Committee

8/5 00
Award

22
Date

July 64

Approved For Release 2001/07/16 : CIA-RDP80-00832A000400010014-7

SECRET

